
Chapter 09: Consular Records

Passport Services**B090101a Passport and Citizenship Case Files**

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

a. Pre-1956 Case Files, active and inactive.

Disposition: Destroy immediately, excluding any case that a post may wish to retain until recorded on Forms FS-558 or 558a.

DispAuthNo: II-NNA-3052, item 1a

B090101b(1) Passport and Citizenship Case Files

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

b. Case Files, 1956-61.

(1) Active cases where reference to Department not required.

Disposition: Destroy previous dossier file when information contained therein recorded on FS-558 or 558a, excluding any original documents that consular officer believes should be retired to the Passport Office for incorporation in its files.

DispAuthNo: II-NN-3464, item 12

B090101b(2) Passport and Citizenship Case Files

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

b. Case Files, 1956-61.

(2) Active cases where necessary for post to obtain Department's authorization or instruction before taking action.

Disposition: Destroy any previous file and post's pending copy of application, certificate or other forms with related documents when Department's authorization or instructions received and information is posted on FS-558 or 558a.

DispAuthNo: II-NN-3464, item 16

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B090101b(3) Passport and Citizenship Case Files

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

b. Case Files, 1956-61.

(3) Inactive dossiers on U.S. citizens who have died, left the consular district, or failed to reregister since 1956.

Disposition: Destroy 5 years after the date of last action in case file without carding.

DispAuthNo: II-NN-3464, item 1c

B090102 Passport and Citizenship Nationality Cards - FS-558 and 558a

Description: Contain summary information on each passport and citizenship case.

Disposition: Destroy 5 years after transfer to inactive file.

DispAuthNo: NN-162-96, item 10

B090103 Precedent and Policy File on Passport and Citizenship Matters

Description: Copies of key documents from Passport and Citizenship cases retained to provide background and reference information in future cases of a similar nature. Filed by type of case or law. Do not retain entire Passport and Citizenship case files.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-84-97-2, item 1

B090104 Consular Report of Birth (FS-240) and Certificate of Witness to Marriage

Description: Consists of copies which are maintained separately from individual passport and citizenship case files prior to installation of the 5" x 8" card system.

Disposition: If post has no further operating need for information contained in the records, destroy immediately without recording on Forms FS-558 or 558A.

DispAuthNo: II-NN-3464

B090105a Passport and Citizenship Correspondence Files Regarding Current Cases

Description: Correspondence constituting part of evidence in a case.

Disposition: Attach to application and forward to Department for its files.

DispAuthNo: II-NN-3464, item 4a

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B090105b Passport and Citizenship Correspondence Files Regarding Current Cases

Description: Correspondence not considered a basic part of a case.

Disposition: Destroy after recording on Forms FS-558 or FS-558A.

DispAuthNo: II-NN-3464,item 4b

B090106 Chronological Files - Maintained by Passport and Citizenship Section

Description: Consists of extra copies of communications exchanged with the Department.

Disposition: Destroy when 4 years old.

DispAuthNo: Nonrecord

B090107 Blank Passport Files

Description: Consist of receipts for passport; certificates and cards of identity and registration (Form DS-859); correspondence between the Department and overseas posts regarding the requisitioning, forwarding and receipting for blank passports; reports on the number of blank passports on-hand, together with inclusive serial numbers; reports on mutilated passports; correspondence regarding the transfer of blank passports from one post to another; and other routine correspondence pertaining to the maintenance and accounting of an adequate supply of passports at the post.

Disposition: Destroy files 1 year after latest Foreign Service Inspection is completed.

DispAuthNo: NN-162-96, item 8

B090108 Reports of Passports Issued and Renewed

Description: Includes Forms OF-71, Report of Passports Issued, and OF-71a, Report of Passports Renewed.

Disposition: Destroy files 1 year after latest Foreign Service Inspection is completed.

DispAuthNo: NN-162-96, item 10

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B090109 General Passport and Citizenship Correspondence Files

Description: Consist of correspondence concerning the following, and replies thereto:

- a. Requests to examine passport records;
- b. Inquiries to determine whether or not certain persons have applied for passports, or to determine citizenship status;
- c. Requests to obtain photographs;
- d. Lists of persons visiting specific countries;
- e. General passport correspondence pertaining to requests for passports;
- f. Routine explanations of the legal restrictions on the issuance of passports;
- g. Requests for information on the condition under which passports are needed;
- h. Requests for delivery of passports;
- i. Expediting of passport processing; and
- j. Requests for information regarding the availability and cost of transportation

Disposition: Destroy when 1 year old.

DispAuthNo: NN-162-96, items 1 and 4

B090110 Passport and Citizenship Requests

Description: Requests for application blanks, copies of passport rules and regulations, and other travel information.

Disposition: Destroy when reply is made.

DispAuthNo: NN-162-96, item 2

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Visa Services

B090201a Issued Visa Files-Consist of paper and electronic records of immigrant (OF-155A) and non-immigrant visas (OF-156) and supporting documentation on aliens to whom visas were issued.

Description: a. Electronic Records. When directed, posts will transfer electronic records to a centralized corporate database for permanent storage and retrieval as needed. All electronic issuance records must be retained for 11 years for purposes of visa lookout accountability procedures (P. L. 103-236).

Note: Posts should retain electronic issuance records on their database until transferred to the corporate database maintained by CA/EX/CSD.

Disposition: Disposition Not Approved.

DispAuthNo: N1-84-97-6, item 2a

B090201b Issued Visa Files-Consist of paper and electronic records of immigrant (OF-155A) and non-immigrant visas (OF-156) and supporting documentation on aliens to whom visas were issued.

Description: b. Paper Immigrant Visa Files.

Disposition: Destroy in accordance with 9 FAM, Part IV, Appendix F (Files) 103 after visa form number reconciliation.

DispAuthNo: N1-84-97-6, item 2b

B090201c Issued Visa Files-Consist of paper and electronic records of immigrant (OF-155A) and non-immigrant visas (OF-156) and supporting documentation on aliens to whom visas were issued.

Description: c. Paper Non-Immigrant Visa Files.

Disposition: Destroy 1 year after issuance unless visa issued on the basis of A 212(d)(3)(A) waiver, in which case treat as visa refusal--EXCEPT case files for any periods when electronic storage was not available for VLA purposes, in which case posts should do the following: If sufficient space is available retain at post and destroy 11 years after issuance. If sufficient space is not available posts are required to contact CA/VO/F/P to make arrangements for storage of the records. Routine retention beyond one year requires Department (CA/VO/F/P) authorization.

DispAuthNo: N1-84-97-6, item 2c

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- B090202a(01) Visa Refusal Cases- Consist of immigrant or non-immigrant applicants who**
(a) have been refused visas, including refusal worksheets with related and supporting documentation.

Description: a. Cases of Living Applicants.

(1) Category I Refusals. These refusals (including quasi-refusals) which are permanent, cannot be overcome solely by any actions of the applicant, and/or involve issues of national security, public safety, or citizenship. Form OF-194 must be completed on all category I refusals.

(a) Refusals under subsection 212(a)(3)(E) of the Immigration and Nationality Act (INA).

Disposition: Destroy when applicant reaches 100 years of age and at least 10 years have passed since date of last visa activity.

DispAuthNo: N1-84-97-6, item 3a(1)(a)

- B090202a(01) Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who have**
(b) been refused visas, including refusal worksheets with related and supporting documentation.

Description: a. Cases of Living Applicants.

(1) Category I Refusals. These refusals (including quasi-refusals) which are permanent, cannot be overcome solely by any actions of the applicant, and/or involve issues of national security, public safety, or citizenship. Form OF-194 must be completed on all category I refusals.

(b) Refusals under INA subsections 212(a)(1)(A)(i) and (iii); (2); (3)(A), (B), (C), and (D); (6)(C)(i) (except quasi-refusals) and (ii) (E), and (F); (8); (9)(a) (if alien convicted of an aggravated felony), and (C); and 10(D) and (E); 222(g): Title IV of the Helms-Burton Act (22 USC 6021 et seq.); and any cases requiring the Department's opinion (code00).

Disposition: Destroy when applicant reaches 90 years of age and at least 10 years have passed since date of last visa activity. For quasi-refusal cases under (6)(C)(i), destroy 5 years after date of last visa activity.

DispAuthNo: N1-84-97-6, item 3a(1)(b)

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- B090202a(01) Visa Refusal Cases- Consist of immigrant or non-immigrant applicants who**
(c) have been refused visas, including refusal worksheets with related and supporting documentation.

Description: a. Cases of Living Applicants.

(1) Category I Refusals. These refusals (including quasi-refusals) which are permanent, cannot be overcome solely by any actions of the applicant, and/or involve issues of national security, public safety, or citizenship. Form OF-194 must be completed on all category I refusals.

(c) Refusals under INA subsection 212(a)(10)(C).

Disposition: Destroy 20 years after date of last visa activity.

DispAuthNo: N1-84-97-6, item 3a(1)(c)

- B090202a(01) Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who have**
(d) been refused visas, including refusal worksheets with related and supporting documentation.

Description: a. Cases of Living Applicants.

(1) Category I Refusals. These refusals (including quasi-refusals) which are permanent, cannot be overcome solely by any actions of the applicant, and/or involve issues of national security, public safety, or citizenship. Form OF-194 must be completed on all category I refusals.

(d) Refusals under INA subsection 212f.

Disposition: Destroy upon rescission of presidential proclamation suspending entry of the alien or group of aliens.

DispAuthNo: N1-84-97-6, item 3a(1)(d)

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B090202a(02) **Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who have**
(a)(i) **been refused visas, including refusal worksheets with related and supporting**
documentation.

Description: a. Case of Living Applicants.

(2) Category II Refusals. These refusals (including quasi-refusals) which are not permanent in nature, can be overcome by subsequent action by the applicant, or involve ineligibilities which do not adversely affect national security or public safety. Reason(s) for refusal must be noted on the OF-156 in all category II cases.

(a) Refusals under INA subsections 212(a)(9)(A) and (B) (except involving aggravated felonies-see item 090202a(01)(b)).

(i) Paragraph A.

Disposition: Destroy 5 years ((A)(i)), 10 years ((A)(ii)) or 20 years ((9)(A) following a second or subsequent removal) after removal or departure (while removal order outstanding) from the U.S.

DispAuthNo: N1-84-97-6, item 3a(2)(a)(i)

B090202a(02) **Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who have**
(a)(ii) **been refused visas, including refusal worksheets with related and supporting**
documentation.

Description: a. Cases of Living Applicants.

(2) Category II Refusals. These refusals (including quasi-refusals) which are not permanent in nature, can be overcome by subsequent action by the applicant, or involve ineligibilities which do not adversely affect national security or public safety. Reason(s) for refusal must be noted on the OF-156 in all category II cases.

a. Refusals under INA subsections 212(a)(9)(A) and (B) (except involving aggravated felonies-see item 090202a(01)(b)).

(ii) Paragraph B.

Disposition: Destroy 5 years ((B)(i)(I) or 10 years ((B)(i)(II)) following last departure from the U.S.

DispAuthNo: N1-84-97-6, item 3a(2)(a)(ii)

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- B090202a(02) Visa Refusal Case-Consist of immigrant or non-immigrant applicants who have
(b) been refused visas, including refusal worksheets with related and supporting documentation.**

Description: a. Cases of Living Applicants.

(2) Category II Refusals. These refusals (including quasi-refusals) which are not permanent in nature, can be overcome by subsequent action by the applicant, or involve ineligibilities which do not adversely affect national security or public safety. Reason(s) for refusal must be noted on the OF-156 in all category II cases.

(b) Refusals under INA subsections 212(a)(4); (5); (6)(B) and (G); 212(a)(7)(B)(i); and (10)(A).

Disposition: Destroy 5 years after date of last visa activity. 212(a)(7) refusals may be destroyed 3 years after date of last visa activity.

DispAuthNo: N1-84-97-6, item 3a(2)(b)

- B090202a(02) Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who
(c) have been refused visas, including refusal worksheets with related and supporting documentation.**

Description: a. Cases of Living Applicants.

(2) Category II Refusals. These refusals (including quasi-refusals) which are not permanent in nature, can be overcome by subsequent action by the applicant, or involve ineligibilities which do not adversely affect national security or public safety. Reason(s) for refusal must be noted on the OF-156 in all category II cases.

(c) Refusals under subsections 212(e) and 214(b).

Disposition: Destroy 3 years after date of last visa activity. 214(b) refusals may be destroyed 1 year after date of last visa activity, depending on fraud levels and storage space at post. Retention beyond 2 years requires Department (CA/VO/F/P) authorization.

DispAuthNo: N1-84-97-6, item 3a(2)(c)

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B090202a(02) Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who have
(d) been refused visas, including refusal worksheets with related and supporting documentation.

Description: a. Cases of Living Applicants.

(2) Category II Refusals. These refusals (including quasi-refusals) which are not permanent in nature, can be overcome by subsequent action by the applicant, or involve ineligibilities which do not adversely affect national security or public safety. Reason(s) for refusal must be noted on the OF-156 in all category II cases.

(d) Refusals under 212(a)(1)(A)(ii) and 221(g).

Note: The following ineligibilities are not applicable at the time of visa adjudication: 212(a)(6)(A) and (D); (7)(A) and (B)(i)(II); and 10(B).

Disposition: Destroy 1 year after date of last visa activity.

DispAuthNo: N1-84-97-6, item 3a(2)(d)

B090202b Visa Refusal Cases-Consist of immigrant or non-immigrant applicants who have been refused visas, including refusal worksheets with related and supporting documentation.

Description: b. Cases of Deceased Applicants.

Disposition: Destroy upon notification of death of applicant.

DispAuthNo: N1-84-97-6, item 3b

B090203a Consolidated Visa Card File

Description: a. Cards OF-183 (FS-247), OF-156 (FS-257a) or OF-224b (FS-499) on Category One Refusal cases citing Sections 212(a) (23), (27), (28) and (29); cards which serve as references to confidential files relating to Sections 212(a) (23), (27), (28) and (29); and locally prepared cards relating to Sections 212(a) (23), (27), (28) and (29).

Disposition: Destroy after alien reaches age 80 or older and there has been no visa activity for the past 10 years, or alien is known to be dead.

DispAuthNo: NC1-84-78-5, item 2a

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B090203b Consolidated Visa Card File

Description: b. Cards OF-183 (FS-247), OF-156 (FS-257a) or OF-224b (FS-499) on Category One Refusal cases citing Sections 212 (a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (17), (19), (22), and (31) cards which serve as references to confidential files relating to the above sections of 212(a); and locally prepared lookout cards relating to the above sections of 212(a).

Disposition: Destroy Form OF-224b (FS-499) when alien is 80 years of age or older and there has been no activity for the past 10 years, except where, in IV cases, waiver is granted under sections 212(g), (h), or (i) and IV issued in which case destroy Form OF-183 (FS-247) and Form OF-224b (FS-499) 1 year after visa is issued. Additionally, Form OF-183 (FS-247) in NIV cases are reviewed 15 years after last action, (upon receipt of Category One purge list) to determine if retention of card is warranted. If card is to be retained, update automated lookout system. If card is of no further retention value, destroy. See items 090207 and 090208 regarding disposition of approved petition of employment certification.

DispAuthNo: NC1-84-78-05, item 2b

B090203c(1) Consolidated Visa Card Files

Description: c. Cards on Category Two Refusals.

(1) NIV Cases Form OF-183 (FS-247) and Form OF-156 (FS-257a)

Disposition: Destroy 2 years after last refusal. If refused under Section 214(b) only, destroy after minimum of 1 year up to maximum of 2 years, depending on volume of fraud cases and/or storage space at post.

DispAuthNo: N1-84-88-4

B090203c(2) Consolidated Visa Card Files

Description: c. Cards on Category Two Refusals.

(2) IV Cases Form OF-224b (FS-499).

Disposition: Destroy when alien is 80 years of age or older and there has been no visa activity for the past 10 years, or the alien is known to be dead. If IV subsequently issued, apply item 090203d.

DispAuthNo: NC1-84-78-5, item 2c

B090203d Consolidated Visa Card Files

Description: d. Cards on Issued Immigrant Visas, Form OF-224b (FS-499).

Disposition: Destroy 1 year after visa is issued.

DispAuthNo: NC1-84-78-5, item 2d

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B090203e Consolidated Visa Card Files

Description: e. Cards on pending IV cases, Form OF-224b (FS-499).

Disposition: Destroy 3 years after appointment date or 221(g) letter sent to applicant advising him of termination of registration. See item 090201 regarding disposition of visas issued and 090203g (1) for abandoned IV cases.

DispAuthNo: NC1-84-78-5, item 2e

B090203f Consolidated Visa Card Files

Description: f. Form OF-236 (FS-546) or locally prepared cards on transferred immigrant visa cases.

Disposition: Destroy 1 year after transfer.

DispAuthNo: NC1-84-78-5, item 2f

B090203g(1) Consolidated Visa Card Files

Description: g. Cards on abandoned IV Cases, Form OF-244b (FS- 499).

(1) Applicants who have failed to appear for appointment (NO SHOW) or failed to respond to a 221(g) refusal.

Disposition: Destroy 3 years after appointment date or 221(g) letter sent to applicant advising him of termination of registration.

DispAuthNo: NC1-84-78-5, item 2g

B090203g(2) Consolidated Visa Card Files

Description: g. Cards on abandoned IV Cases, Form OF-244b (FS-499).

(2) Applicants whose certificates of death have been submitted to the Consular Office.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-5, item 2g

B090203g(3) Consolidated Visa Card Files

Description: g. Cards on abandoned IV Cases, Form OF-244b (FS-499).

(3) Applicants who have stated in writing that they do not intend to immigrate to the United States.

Disposition: Destroy 2 years after receipt of letter.

DispAuthNo: NC1-84-78-5, item 2g

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B090203h Consolidated Visa Card Files

Description: h. Forms OF-156 (FS-257a) covering issued non-immigrant visas.

Disposition: Destroy after 1 year except in cases of "special" visas of any category, which should be destroyed after 4 years.

DispAuthNo: NC1-84-78-5, item 2h

B090203i Consolidated Visa Card Files

Description: i. Application for Mexican Border Crossing Card, Form OF-156 (FS-257a).

Disposition: Send to Central Office, INS after issuance. (No copy to be retained by post.)

DispAuthNo: NC1-84-78-5, item 2i

B090203j Consolidated Visa Card Files

Description: j. Application for Canadian Border Crossing Card, Form OF-156 (FS-257).

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-5, item 2j

B090203k Consolidated Visa Card Files

Description: k. Cards on lost or stolen passports.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-78-5, item 2k

B090204 Visa Program Files

Description: Consist of current administrative, policy, precedent and procedural information usually contained in telegrams, and other instructions from the Department.

Disposition: Destroy when superseded or no longer current and of no further reference value in accordance with 9 FAM, Part IV, Appendix F, Sections 504 and 505.

DispAuthNo: N1-84-97-6, item 1

B090205 Miscellaneous Incoming Correspondence

Description: Miscellaneous incoming correspondence of a general and routine nature that is of no permanent significance.

Disposition: Attach to reply and return to sender.

DispAuthNo: Nonrecord

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B090206 Information Copies of Communications

Description: Information copies of communications from other posts that are not required for incorporation in the visa general subject file.

Disposition: Destroy when 1 year old unless document pertains to an individual alien resident of the consular district who may be mandatorily ineligible for a visa, in which case retain indefinitely.

DispAuthNo: II-NN-3330, item 26

B090207a Approved Petitions

Description: a. In Category One Refusal Cases. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Return Petitions I-130, I-140 and I-600 directly to approving office of INS (or to District Office of petitioner's residence if approved by Consular Officer) with supporting documents and explanation, except in cases where a waiver of ineligibility is possible under Section 212(g), (h), or (i) of the Immigration and Nationality act. Applications for alien employment certificates Part A should be returned to applicant and Parts B and C to the employer.

DispAuthNo: NC1-84-78-5, item 4a

B090207b Approved Petitions

Description: b. In Category Two Refusal Cases. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Destroy when alien is 80 years of age or older and there has been no visa activity for the past 10 years, or the alien is known to be dead.

DispAuthNo: NC1-84-78-5, item 4b

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B090207c Approved Petitions

Description: c. In Abandoned Cases (i.e., the visa applicant has died or has indicated in writing he does not intend to immigrate to the United States.) Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Return directly to approving office of INS (or to District Office of petitioner's residence if approved by Consular Officer) with explanation.

DispAuthNo: NC1-84-78-5, item 4c

B090207d Approved Petitions

Description: d. In Issued Visa Cases. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Attach to original of issued visa.

DispAuthNo: NC1-84-78-5, item 4d

B090207e Approved Petitions

Description: e. In cases where petitioner dies or withdraws petition. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Return directly to approving office of INS (or to District Office of Petitioner's residence if approved by Consular Officer) with explanation.

DispAuthNo: NC1-84-78-5, item 4e

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B090207f Approved Petitions

Description: f. In cases where applicant has failed to pursue application or provided current address. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Two years after appointment date, or 221 (g) letter sent advising termination of registration, or return of registered notice letter, return I-130, I-140, I-600 petitions to INS approving officer (or to District Office of petitioner's residence if application is approved by consular officer) 2 years after appointment date or 221(g) letter sent advising termination of registration. Applications for Alien Employment Certification Part A should be returned to applicant, and Parts B and C to employee

DispAuthNo: NC1-84-78-5, item 4f

B090208a Petition to Classify Status of Alien Fiance or Fiancee for Issuance (Form I-129F)

Description: a. In Issued Visa Cases.

Disposition: Include with required documents in sealed envelope handed to alien at time of visa issuance; however, if visa issued on basis of telegraphic notice of petition approval and petition received subsequent to visa issuance, return directly to approving INS office with explanation.

DispAuthNo: NN-172-70, item 1a

B090208b Petition to Classify Status of Alien Fiance or Fiancee for Issuance (Form I-129F)

Description: b. In Category One Refusal Cases.

Disposition: Return directly to approving INS office with explanation except in cases where a waiver of ineligibility is possible under Section 212(g), (h), (i) of the Immigration & Nationality Act.

DispAuthNo: NN-172-70, item 1b

B090208c Petition to Classify Status of Alien Fiance or Fiancee for Issuance (Form I-129F)

Description: c. In Category Two Refusal Cases.

Disposition: Retain and destroy with file. See Item 090202.

DispAuthNo: NN-172-70, item 1c

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B090208d Petition to Classify Status of Alien Fiance or Fiancee for Issuance (Form I-129F)

Description: d. In abandoned cases (i.e., broken engagement, marriage prior to visa issuance, petitioner or beneficiary dies, applicant fails to pursue application, etc.)

Disposition: Destroy when 1 year old.

DispAuthNo: NN-172-70, item 1d

B090209a Petition to Classify Non-Immigrant as Temporary Worker or Trainee (Form I-129B)

Description: a. If Visa is issued.

Disposition: Retain and destroy with file. See Item 090201b.

DispAuthNo: II-NN-3330, item 17a

B090209b Petition to Classify Non-Immigrant as Temporary Worker or Trainee (Form I-129B)

Description: b. If Visa is refused as Category One or application is abandoned.

Disposition: If petition is still valid, return to INS, if expired, then destroy.

DispAuthNo: NN-164-148, item 5b

B090209c Petition to Classify Non-Immigrant as Temporary Worker or Trainee (Form I-129B)

Description: c. If Visa refused in Category Two Case.

Disposition: Retain and destroy with file. See Item 090202.

DispAuthNo: NN-164-148, item 5c

B090210 Re-entry Permits

Description: Re-entry permits sent by INS to the post for delivery to the alien, but are undeliverable

Disposition: Retain until permit validity date has expired, then return directly to INS issuing office with explanation.

DispAuthNo: NN-164-148, item 6

B090211 Visa Application Transfer

Description: Correspondence concerning transfer of visa application from one consular office to another.

Disposition: Forward with file to requesting office.

DispAuthNo: Nonrecord

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B090212 Deportation Cases

Description: Correspondence relating to individual deportation cases.

Disposition: Destroy 1 year after case completed, except cases involving controversy with local government or a precedent case that should be retained indefinitely.

DispAuthNo: II-NN-3330, item 23

B090213 Application for Status as Permanent Resident, Biographic Information (Form G-325A)

Description:

Disposition: If investigation is negative, destroy; if positive, return to INS with information.

DispAuthNo: NN-171-172, item 5

B090214a Local Security Clearance Requests

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

a. Replies from outside source.

Disposition: If negative, destroy after noting on Form OF-224b (FS-499) or OF-156 (FS- 257a). If positive, follow disposition instructions in Items 090201 or 090202.

DispAuthNo: NN-171-172, item 6

B090214b Local Security Clearance Requests

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

b. Request for Clearance and/or Visa Records, Transfer of Visa Record, OF-166 (DSL-825).

Disposition: Return to sender after noting results of inquiries or searches made. On post check basis, in NIV cases in which no information is developed, destroy without replying to originating post.

DispAuthNo: NN-164-148, item 3b

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B090214c Local Security Clearance Requests

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

c. Telegraphic requests for clearance.

Disposition: Destroy after request is answered.

DispAuthNo: Nonrecord

B090214d Local Security Clearance Requests

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

d. Biographic Data for Visa Purposes Form OF-179 (DSP-70).

Disposition: Destroy after search is completed. (See item b, above, regarding cases in which accompanying OF-66 (DSL-825) may also be destroyed.)

DispAuthNo: NN-164-148, item 3c

B090214e Local Security Clearance Requests

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

e. Replies to requests for clearance.

Disposition: Destroy if negative. If positive information is reported on an applicant who is resident of a consular district and who may be statutorily ineligible for visa, retain indefinitely.

DispAuthNo: NN-171-172, item 6a

B090215 Certificates Received from Outside Sources

Description: Police or similar certificates received from outside sources.

Disposition: Retain in accordance with Items 090201 or 090202 or for one year in abandoned cases.

DispAuthNo: NN-172-156, item 2

B090216 Affidavits of Support

Description: Affidavits of support and related documents submitted directly to post by sponsor who does not wish applicant to know the contents thereof.

Disposition: Retain in accordance with Items 090201 or 090202 or for 1 year in abandoned cases.

DispAuthNo: NN-172-156, item 3

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B090217 Congressional Correspondence

Description: Correspondence from attorneys or from Immigration and Naturalization Service.

Disposition: Retain in accordance with Items 090201 or 090202 or for 1 year in abandoned cases.

DispAuthNo: NN-172-156, item 4

B090218 Correspondence Regarding Allotment of Immigrant Visa Numbers

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: NN-172-156, item 5

B090219a Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)

Description: a. In Issued Visa Cases.

NOTE: See items 090202a and b in Category One Refusal Cases.

Disposition: Attach to original issued visa.

DispAuthNo: NC1-84-78-5, item 5a

B090219b Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)

Description: b. In Category Two Refusal Cases.

Disposition: Retain and destroy with file after noting pertinent data on OF-224b (FS-499). See item 090202a.

DispAuthNo: NC1-84-78-5, item 5b

B090219c Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)

Description: c. In abandoned cases (i.e., the visa applicant has died or has indicated in writing he does not intend to immigrate) and in cases where alien resident has died.

Disposition: Destroy immediately.

DispAuthNo: NC1-84-78-5, item 5c

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B090219d Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)

Description: d. In cases where applicant has failed to pursue application.

Disposition: Destroy two years after appointment date or date 221(g) refusal letter sent if alien has not responded.

DispAuthNo: NC1-84-78-5, item 5d

B090220 Crew Lists, including Form I-418, Customs Forms 7505 and ICAO Manifest

Description:

Disposition: Destroy 1 year after completion of any clearance action with other posts

DispAuthNo: II-NN-3330, item 19

B090221 Reserved for future use

Description:

Disposition:

DispAuthNo:

B090222 Immigrant Visa Number Control Sheet (FS-470)

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-78-5, item 6

B090223 Quota Waiting List (FS-417)

Description:

Disposition: Convert any pending names to OF-225b (FS-499) cards and destroy list.

DispAuthNo: NC1-84-78-5, item 7

B090224 Reports of Non-Immigrant Visas Issued by Hand Stamp

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: NN-171-172, item 9

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B090225 Reserved for future use

Description:

Disposition:

DispAuthNo:

B090226a Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)

Description: a. Applicant's Copy. OF-233 - Original (white copy); or paper tape roll (top white copy).

Disposition: Give to applicant.

DispAuthNo: N1-84-93-2, item 1a

B090226b Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)

Description: b. Servicing Officer's Copy (Consular Section). OF-233 - Duplicate (gold copy); or paper tape roll (first yellow copy).

Disposition: Destroy after 3 years.

DispAuthNo: N1-84-93-2, item 1b

B090226c Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)

Description: c. Disbursing Officer's Copy (B&F). OF-233 - Triplicate (yellow copy); or paper tape roll (second yellow copy).

Disposition: Send to B&F. (See item 030420)

DispAuthNo: N1-84-93-2, item 1c

B090226d Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)

Description: d. Post's Copy. (Consular Section, extra copy). OF-233 - Quadruplicate (pink copy).

Disposition: Destroy after 3 years.

DispAuthNo: N1-84-93-2, item 1d

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B090227a Parole Program Case Files

Description: a. Cases in which parole was approved and applicant has already entered the United States.

Disposition: Destroy 1 year from date parole document issued.

DispAuthNo: NC1-84-80-8, item 1a

B090227b Parole Program Case Files

Description: b. Cases which are referred because applicant does not meet the required parole criteria.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-80-8, item 1b

B090228a Counterfoils - Spoiled counterfoils and used counterfoil carrier sheets for the Machine Readable Visa System (MRV)

Description: a. Spoiled Counterfoils (all types).

Disposition: Destroy (burn, shred, pulp, etc.) the spoiled counterfoil after its number has been verified on either the paper copy of the NIVCAP Records Update Report; OR on a locally created paper report, log, logbook, etc.

DispAuthNo: Nonrecord

B090228b(1) Counterfoils - Spoiled counterfoils and used counterfoil carrier sheets for the Machine Readable Visa System (MRV)

Description: b. Used Counterfoil Carrier Sheets.

(1) Sheets or portions of sheets that have applicant data printed on them.

Disposition: Destroy (burn, shred, pulp, etc.) any portion of the sheet that contains applicant data by cutting or tearing it off.

DispAuthNo: Nonrecord

B090228b(2) Counterfoils-Spoiled counterfoils and used counterfoil carrier sheets for the Machine Readable Visa System (MRV)

Description: b. Used Counterfoil Carrier Sheets.

(2) Sheets or portions of sheets that have NO applicant data printed on them and that have all counterfoils removed.

Disposition: Dispose of through normal office wastebasket trash pickup.

DispAuthNo: Nonrecord

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B090229a(1) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.

(1) Applicants not Subject to Numerical Limitations Eligible for Appointments, Report 45-A.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1a

B090229a(2) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.

(2) Applicants Subject to Numerical Limitations Eligible for Appointments, Report 44-A

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1a

B090229a(3) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.

(3) Appointment Schedule, Report 26-A.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1a

B090229a(4) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.

(4) Qualified Applicants Transfer Errors Eligible for Appointments, Report 44-E.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1a

B090229a(5) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.

(5) Scheduled Applicant's Case Records, Report 24-E.

Disposition: Destroy when 1 week old.

DispAuthNo: N1-84-93-11, item 1a

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B090229b(01) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(1) Adjudicated Special Interest Cases, Report 46.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(02) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(2) Critical Fields Updated in Retrieve Case, Report 1.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(03) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(3) DSL Clearance Cover Letter, Report 70.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(04) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(4) Eagle Clearances Set to No Record, Report 50.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(05) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(5) Falcon Clearances Set to No Record, Report 49.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(06) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(6) Fiance(e) Cover Letter, Report 67.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

B090229b(07) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(7) IV Control Forms, Report 23.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(08) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(8) Limited Access Functions Completed, Report 3.

Disposition: Destroy when 1 week old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(09) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(9) Monthly Immigrant Visa Workload, Report 28.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(10) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(10) Monthly Report of Qualified Visa Applicants (FS-469), Report 20.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(11) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(11) Packet 3 Cover Letter, Report 60.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

B090229b(12) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(12) Annual Report of Visa Applicants, Report 29.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(13) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(13) Packet 3A Cover Letter, Report 61.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

B090229b(14) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(14) Packet 4 Cover Letter, Report 64.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

B090229b(15) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(15) Potential Duplicate Case Records.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(16) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(16) Preference Applicants Reportable in (Month/Year) FS-469, Report 21.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(17) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(17) Qualified Applicants Transfer Errors Eligible for Appointments.

Disposition: Destroy when 1 week old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(18) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(18) Recalled Cases, Report 42.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(19) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(19) Refused Applicants, Report 43.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(20) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(20) Returned Visa Authorizations, Report 22.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(21) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(21) Scheduled Applicant's Case Records, Report 24.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(22) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(22) Summary of Case Purge (Unnumbered Report).

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(23) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(23) Packet 4-A: Begins Termination Process.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

B090229b(24) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(24) Applicants not Subject to Numerical Limitations Eligible for Appointments, Report 45.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(25) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(25) Termination Letter 1, Report 65.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(26) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(26) Termination Letter 2, Report 69.

Disposition: Send to applicant.

DispAuthNo: N1-84-93-11, item 1b

B090229b(27) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(27) Termination Letters Send List/Letters, Report 25.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(28) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(28) Transfer Case Processing Error Summary.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(29) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(29) Transfer Case Process Summary, Report 71.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(30) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(30) Visa List, Report 51.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(31) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(31) Applicants Reported on Visas Fraud Message, Report 27.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(32) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(32) Applicants Subject to Numerical Limitations Eligible for Appointments, Report 44.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(33) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(33) Applicants with Overcome/Waived Refusals, Report 47.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

B090229b(34) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(34) Appointment Schedule, Report 26.

Disposition: Destroy when new report is printed.

DispAuthNo: N1-84-93-11, item 1b

B090229b(35) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(35) Cases Deleted by Split Delete, Report 2.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-84-93-11, item 1b

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B090229b(36) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(36) Cases Entered By ETC and ENC, Report 4.

Disposition: Destroy when 1 week old.

DispAuthNo: N1-84-93-11, item 1b

B090230a Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: a. On-line electronic reports.

Disposition: After 1 year, archive a copy of log files, data, and reports onto a disk, tape, CD, or other electronic media (to allow records to be used in future fraud investigations). Verify copy, then destroy/delete on-line reports.

DispAuthNo: N1-84-93-14, item 1a

B090230b(1) Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: b. Locally created paper logs, logbooks, log files, data, and reports; AND Off-line electronic reports archived on disks, tapes, CDs, or other electronic media. Because the degree of visa fraud varies by post, the Consular Officer shall determine which of the following time periods is best for post to destroy or retire the information.

(1) No fraud problem.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-84-93-14, item 1b(1)(a)

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B090230b(2) Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: b. Locally created paper logs, logbooks, log files, data, and reports; AND Off-line electronic reports archived on disks, tapes, CDs, or other electronic media. Because the degree of visa fraud varies by post, the Consular Officer shall determine which of the following time periods is best for post to destroy or retire the information.

(2) Low degree of fraud.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-84-93-14, item 1b(1)(b)

B090230b(3) Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Report - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: b. Locally created paper logs, logbooks, log files, data, and reports; AND Off-line electronic reports archived on disks, tapes, CDs, or other electronic media. Because the degree of visa fraud varies by post, the Consular Officer shall determine which of the following time periods is best for post to destroy or retire the information.

(3) Medium degree of fraud.

Disposition: Retire to the RSC when 3 years old. Destroy when 10 years old.

DispAuthNo: N1-84-93-14, item 2a

B090230b(4) Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: b. Locally created paper logs, logbooks, log files, data, and reports; AND Off-line electronic reports archived on disks, tapes, CDs, or other electronic media. Because the degree of visa fraud varies by post, the Consular Officer shall determine which of the following time periods is best for post to destroy or retire the information.

(4) High degree of fraud.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-84-93-14, item 2b

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B090230c Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: c. Daily, weekly, or monthly paper printouts of on-line reports.

Disposition: Archive a copy of reports onto a disk, tape, CD, or other electronic media (to allow records to be used in future fraud investigations). Verify copy, then destroy paper printouts immediately.

DispAuthNo: N1-84-93-14, item 1c

B090231a Diversity Visa Applicant Control System (DVACS)

Description: This on-line tracking and case management system maintains a data base of immigrant visa applicants who have applied for entry into the United States under the Diversity Visa Program.

a. Master On-Line File.

Disposition: Destroy when active use ceases.

DispAuthNo: N1-84-97-4, item 1a

B090231b Diversity Visa Applicant Control System (DVACS)

Description: This on-line tracking and case management system maintains a data base of immigrant visa applicants who have applied for entry into the United States under the Diversity Visa Program.

b. Off-Line paper printouts of Immigrant Visa Workload Monthly Report (OF-186).

Disposition: Destroy when 2 years old.

DispAuthNo: N1-84-97-4, item 1b

Chapter 09: Consular Records

American Citizens Services**B090301 Welfare and Whereabouts Case Files**

Description: Consist of inquiries concerning the welfare and whereabouts of American citizens abroad. Includes requests for assistance and post replies thereto.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 1

B090302 Arrest Case Files

Description: Records pertaining to the arrest of American citizens abroad. Includes documentation of assistance provided the arrestee and correspondence with interested parties regarding the individual's welfare.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 2

B090303 Financial Assistance Case Files

Description: Records pertaining to financial assistance rendered to repatriates, the transmission of private funds to destitute American citizens abroad, and communications regarding the coordination of the medical evacuation of non official American citizens from abroad.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 3

B090304 Requests and Inquiries Regarding the Transmittal of Funds, Documents, Packages and Telegrams for Private Interests Abroad

Description: Consists of correspondence from private individuals and firms together with copies of the private telegrams transmitted, and letters of acknowledgement, reply and transmittal from the Department. Excludes records related to financial assistance in connection with repatriation from abroad.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-84-78-9, item 4

B090305 Accounts Communication

Description: Communications with the Department of State regarding the waiver of fees, rates of exchange, and related matters.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 5

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B090306a Property Claims Case Files - Correspondence regarding the protection of property and other interests of American citizens abroad

Description: a. Private trade complaints.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-84-78-9, item 6a

B090306b Property Claims Case Files - Correspondence regarding the protection of property and other interests of American citizens abroad

Description: b. Inquiries regarding the procedures for instituting claims.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-84-78-9, item 6b

B090306c Property Claims Case Files - Correspondence regarding the protection of property and other interests of American citizens abroad

Description: c. Claims actions involving foreign government restitution or compensation.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 6c

B090307 Death and Estate Case Files

Description: Communications pertaining to the death of an American citizen abroad. Includes copies of Report of Death of an American Citizen (Form FS-192), Consular Mortuary Certificate, Death Certificate, Inventory of Effects, Statement of Account, vouchers. RECORD COPIES ARE MAINTAINED IN THE DEPARTMENT.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-84-78-9, item 7

B090308 Notarial Services Case Files

Description: Records of notarial services performed by Consular Officers abroad. Includes authenticating documents and administering oaths.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-84-78-9, item 8

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B090309 Judicial Services Case Files

Description: Correspondence pertaining to inquiries and assistance rendered in connection with private and governmental legal proceedings. Consists of memos, court documents, correspondence and other records connected with civil proceedings pending in the host country or the United States.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 9

B090310 Trials of U.S. Servicemen

Description: Case files relating to trials of U.S. Servicemen, members of the civilian component, and their dependents subject to military law by courts in foreign countries. Included are copies of authenticated documents, trial observer's reports and related communications with the military, host government and the Department.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 10

B090311 Cases Pertaining to Fraudulent Schemes and Swindlers

Description: Records of inquiries or complaints pertaining to fraudulent schemes and swindlers, including cases of encasement of U.S. Government checks, whereabouts of suspected smugglers and confidence men, and the whereabouts of persons owing money to hotels and others.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 11

B090312 Lists of Local Attorneys

Description: Correspondence and transmittal letters relating to the preparation of lists of local attorneys.

Disposition: Destroy after submission of new list.

DispAuthNo: NC1-84-78-9, item 12

B090313 Automobile Registration and Issuance of License Plates

Description: Correspondence regarding registration of automobiles and the issuance of license plates for vehicles owned by American citizens abroad.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 13

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B090314 Federal Benefits and Services Case Files

Description: Communications to and from the Social Security Administration and other Government agencies (except the Veterans Administration), private individuals, and local government officials concerning checks, physical examinations and other matters pertaining to persons applying for or receiving Federal benefits and services from the U.S. Government. Includes copies of transmittal letters covering forms, reports and other items sent to or received from Federal agencies of the United States

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 14

B090315 Requests of Government Agencies for Miscellaneous Facilitative Services

Description: Communications with U.S. Government agencies regarding requests for facilitative services, including distribution of forms, procurement of samples of foreign products and foreign government publications, forwarding checks to and from Americans, obtaining addresses of pensioners and firms, and transmitting messages to their personnel overseas.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-84-78-9, item 15

B090316a Veterans Case Files

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

a. Transmittal of copies of correspondence and Veterans Administration forms and instructions to overseas posts having jurisdiction over the area in which the veteran concerned resides. **IMPORTANT:** DO NOT destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 16

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B090316b Veterans Case Files

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

b. Telegrams and other types of communications from the posts to the Department providing the information requested by the Veterans Administration, and submitting the necessary citizenship documents and other forms filled out by the veteran concerned, his relatives, legal guardian or attorney. **IMPORTANT: DO NOT** destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 16

B090316c Veterans Case Files

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

c. Correspondence and transmittal letters regarding the disbursement of funds by the post's disbursing officer to veterans on behalf of the Veterans Administration. **IMPORTANT: DO NOT** destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 16

B090316d Veterans Case Files

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

d. Memoranda from diplomatic and consular representatives of other nations in the United States to the Department requesting assistance on behalf of foreign nationals claiming benefits as relatives of United States veterans and replies thereto, usually transmitting copies of correspondence from the Veterans Administration relating to the particular case. **IMPORTANT: DO NOT** destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-84-78-9, item 16

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B090317 Selective Service Case Files

Description: Records relating to the registration of American citizens abroad under the Universal Military Training and Service Act, when it is in effect. Includes communications, copies of forms and other papers regarding registration requirements and procedures, physical examinations, inductions, and requests for the transmittal of forms for the Selective Service System.

Disposition: Destroy 1 year after the registrant's 26th birthday.

DispAuthNo: NC1-84-78-9, item 17

B090318a Shipping and Seamen Files

Description: a. Shipping Articles (Forms CG-705 and CG-705a), Certified Crew Lists (Form 1-418), and Amendments to Shipping Articles and Certified Crew Lists, including the Seaman Action Certificate (Form FS-463).

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318b Shipping and Seamen Files

Description: b. Documentation pertaining to Ship's Papers, including: Receipts for Ship's Papers, Withholding of Ship's Papers, Reports on Ship's Papers Left at Post, and Reports on Failure to Deposit Ship's Papers.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318c Shipping and Seamen Files

Description: c. Register of Shipping and Seamen including: Form FS-281a, Journal of American Ships, Form FS-281b, Recapitulation, and Form FS-281c, Index.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318d Shipping and Seamen Files

Description: d. Reports of Violations of the International Load Line Convention of 1948.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

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B090318e Shipping and Seamen Files

Description: e. Marine Notes of Protest (Form FS-281d).

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318f Shipping and Seamen Files

Description: f. U.S. Merchant Seamen's Allotment Note (Form CG-722).

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318g Shipping and Seamen Files

Description: g. Documents pertaining to the Appointment of a New Master and Reports on the Removal of a Master when Consular Officers assist.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318h Shipping and Seamen Files

Description: h. Reports on Cruel or Unusual Treatment to Seamen Resulting in Alleged Desertions, and Reports on Desertions.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318i Shipping and Seamen Files

Description: i. Payroll Records, including Forms FS-164 and FS-164a, and documentation of Doubtful Cases of Extra Wages.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318j Shipping and Seamen Files

Description: j. Certificates of Discharge, including Forms CG-718a, Certificate of Discharge, and CG-718e, Record of Entry in Continuous Discharge Book.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

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B090318k Shipping and Seamen Files

Description: k. Reports on Serious Crimes or Misdemeanors committed by seamen on U.S. vessels on the high seas or at foreign ports, or by American seamen ashore in foreign ports; and Reports on Protests Made Against Foreign Government Intervention in jurisdiction over such cases.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318l Shipping and Seamen Files

Description: l. Reports of Illegal Discharge of Seamen.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318m Shipping and Seamen Files

Description: m. Obligations to Carry Destitute Seamen, including Forms FS-24 and FS-24a; and Documentation of Charges for Transporting Seamen, including Form FS-84.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318n Shipping and Seamen Files

Description: n. Receipts for Effects of a Deceased Seaman, including Form FS-85.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318o Shipping and Seamen Files

Description: o. Reports on Ship Disasters.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318p Shipping and Seamen Files

Description: p. Reports on Salvage Cases.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

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B090318q Shipping and Seamen Files

Description: q. Reports on Rescues of American seamen and citizens from shipwrecks or other catastrophes at sea; and Accounting for Cash Awards in acknowledgement of rescues, including Forms FS-170 and FS-170a.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090318r Shipping and Seamen Files

Description: r. Records pertaining to the purchase, transfer, or sale of U.S. vessels abroad, including copies of the Provisional Certificate of Registry (Customs Form 1266- A), the Certificate of American Ownership, and the Approval of Maritime Administration for Sale of American Vessels Abroad (Maritime Form MA-29), and related documents.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-78-9, item 18

B090319 Extradition Case Files

Description: Consist of copies of communications with the Department and representatives of foreign governments regarding the extradition of persons to and from the United States.

Disposition: Periodically, provide list of case files on which post action is completed to the Department Attn: L/LEI. L/LEI will review list and will advise: A) Forward to L/LEI; or B) Destroy. NOTE: If no response, destroy extradition case files 1 year from completion of post action.

DispAuthNo: N1-84-96-2, item 1

B090320 American Citizens Services Precedent Case Files

Description: Copies of key documents from American Citizens Services cases retained to provide background and reference information in future cases of a similar nature. Filed by type of case or incident. Do not retain entire American Citizens Services cases files.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-84-93-4, item 1

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B090321 Letter Rogatory Case Files

Description: Consisting of copies of letters rogatory or letters of request, affidavits, attorney documents, authentications, certifications, declarations and reservations to conventions, depositions, diplomatic notes, fees and services costs, interrogatories, money orders, names and addresses, notices, notes, oaths, prosecutor documents, requester letters, telegrams, translations, statements dealing with written requests, from a court in one country to a court in another country, for assistance in obtaining depositions and records.

Disposition: Destroy 1 year after the original letter rogatory has been returned to requester.

DispAuthNo: N1-84-93-3, item 1

B090322 Child Custody Case Files

Description: Consists of correspondence and other records pertaining to requests from a distressed parent for assistance in locating child(ren) taken by the other parent, information on available courses of action, monitoring a child's welfare, general information on child custody laws and procedures in the host country.

Disposition: Destroy 5 years after the case is closed.

DispAuthNo: N1-84-91-2, item 5

B090323 Citizens Services System (CSS)

Description: This on-line tracking and case management system provides an index of U.S. citizens registered in a consular district. The system supports arrest case tracking and reporting, maintains welfare and whereabouts records, produces doctor and lawyer referral lists for U.S. citizens abroad and stores lookout records received from the Department. CSS maintains a U.S. citizen alert warden system for emergencies, updates the post's directory of registration, passport and arrest data and provides passport applicant namecheck.

Disposition: Destroy when active agency use ceases.

DispAuthNo: N1-84-96-4, item 1

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Record Books**B090401 Miscellaneous Record Books**

Description: Miscellaneous Record Books contain recorded information on the following subjects: chronological historical sketches of important political, economic, or other events in the district; names and dates of the marriages of American citizens; dates when post was established or status changed; and dates foreign government interests were assumed. Local customs or procedures for ceremonies, making calls, extraditions, and recording of documents; list of notaries public, contracts, and holidays; posting of quarantine regulations; and post inspections. NOTE: The Miscellaneous Record Book was one of several large hard cover record books in which posts recorded specific information required by Executive Order. Today, posts are no longer required to record any information in these record books but the books are used for historical reference purposes. Because many of the books are over a half century old, the books are to be retired to RSC for permanent preservation. A DS-693B is to accompany the record books. Posts should make copies of any pages containing information they wish to retain at post. It is suggested that these copies be placed in a folder entitled "Miscellaneous Record Book".

Disposition: Retire to the RSC for immediate transfer to the National Archives.

DispAuthNo: N1-84-96-1, item 1

B090402 Other Record Books - Record books on Americans covering consular activities and services, historical information, immigration, registration, seamen, shipping, vessels, and other related subjects.

Description: Other record books include but are not limited to the following:

Records Of American Seamen Relieved,
Records Of Immigration Registration And Waiting Lists,
Records Of Official Services To American Vessels And Seamen, and
Registers Of Shipping And Seamen.

Disposition: Retire to the RSC for immediate transfer to the National Archives.

DispAuthNo: N1-84-96-1, item 2
